

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory and administrative positions, the primary duties of which are assisting the Police Chief in the organization and management of all operations and services of the department. An employee of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief is responsible for assisting in personnel management, in financial management, in management of the records system, in overseeing care of equipment and property, and in public relations duties, in addition to overseeing the departmental training program and assisting in the management of all law enforcement functions of the department. Incumbents of this class perform duties with a high degree of independence, receiving special instructions from and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in managing all operations and services of the police department. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies, goals, and objectives for the department. Assists in determining how to organize departmental services, including how to deploy personnel. Evaluates departmental operations and takes appropriate action to improve problem areas.

Assists in investigating complaints against department personnel and makes recommendations on handling complaints. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Assists the Police Chief in insuring that all department personnel policies conform to federal EEO standards.

Reviews incoming communications and makes decisions on how to handle matters. Reviews existing or proposed legislation, regulations, ordinances, and court rulings to determine if changes in department policy or procedures are required, or to develop position statements to be used by the department or the city administration.

Assists with the bookkeeping of all department accounts in order to maintain accurate fiscal records. Gathers information for and

assists in the preparation of the departmental operating budget.

Authorizes the expenditure of funds allocated for police department operation, making sure that such expenditures do not exceed budgeted amounts.

Writes reports required to reflect the operation of the police department. Writes letters in answer to written or oral requests or as required to address needs of the police department. Writes requests for grants or other special funds to aid in the operation of the police service.

Promotes a positive public image of the work of the department in the daily performance of duties. Makes speeches or conducts demonstrations on fire department topics at schools or at meetings of civic organizations. Answers inquiries about the operation of the police department or any related areas of law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Holds meeting to receive reports and disseminate information. Conducts roll call and inspects appearance of subordinates to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Reviews reports written by subordinates and evaluates their work performance. Writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline.

Assists the Police Chief in developing a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for on- the-job training for department members.

Supervises the general care and use of departmental equipment, vehicles, and property. Checks all department equipment on a regular basis to insure that this is in correct operating condition. Oversees repairs, including inspecting after repairs to see that these were properly accomplished.

Assists the Police Chief in managing all law enforcement operations of the department, including patrol and general law enforcement operations, traffic control and traffic accident investigation, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Captain immediately preceding closing date for application to the board.

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